



**NASA  
POLICY  
DIRECTIVE**

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**Responsible Office: BF / Financial Operations Division**

**Subject: Business Cards**

## **1. POLICY**

NASA may pay for printing of business cards for use by Agency employees who, in the conduct of their official duties, interface with people or organizations external to the Agency. The Agency will not reimburse employees who use personal funds for the printing of business cards. Business cards are to be used for facilitating communications related to official business. Business cards must be ordered from the Javits-Wagner-O'Day (JWOD) Procurement List (General Services Administration supplier) unless a purchase exception is permitted under 41 CFR Part 51-5.

Orders for business cards shall be reasonable in relation to their usage by the particular employee. Most employees would not need to place an order more often than once a year, in quantities not to exceed 500 cards. A reorganization or change in position, however, may necessitate replacement of cards.

Information on NASA-purchased business cards should be directly related to Agency business, such as the Agency name and logo, the employee's name, title, organizational identification, mailing address, telephone and facsimile numbers, and e-mail address.

## **2. APPLICABILITY**

This directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities.

## **3. AUTHORITY**

a. 42 U.S.C. 2473(c)(1), Section 203 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.

## **4. REFERENCE**

- a. Comptroller General Decision B-280759, dated November 5, 1998.
- b. Department of Justice, Office of Legal Counsel memorandum, Use of Appropriations to Purchase Employee Business Cards, dated August 11, 1997.
- c. NPD 9050.3D, Administrative Control of Appropriations and Funds.

d. 41 U.S.C. Sections 46-48c, the Javits-Wagner-O'Day Act of 1938, as amended.

4. 41 CFR Part 51-5.

## 5. RESPONSIBILITY

a. The immediate supervisor of an employee requesting business cards will be responsible for the following:

(1) Determining whether the employee, by virtue of his/her duties, interacts with people or organizations external to NASA and whether the use of business cards by such employee would facilitate communications in the course of such interaction.

(2) Approving, when appropriate, the business card request submitted by the employee under his/her supervision.

(3) Ensuring the quantity of cards requested is reasonable.

(4) Maintaining written evidence of approval of business cards requests.

b. The individual responsible for ordering office supplies will order business cards based upon written evidence of approval by the immediate supervisor.

## 6. DELEGATION OF AUTHORITY

None.

## 7. MEASUREMENTS

Not Applicable.

## 8. CANCELLATION

None.

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**/s/ Sean O'Keefe**  
**Administrator**

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**ATTACHMENT A: (TEXT)**

**(URL for Graphic)**

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